Business Gateway

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Advisory Group Meeting
November 9, 2005

Purpose:

➢ Inform the Advisory Group of:

- Upcoming project milestones, MOUs, and overall project update

➢ Share with the Advisory Group upcoming implementation plans

Expected Outcomes:

➢ Delivery of final MOU

➢ An understanding of the focus of the design process regarding compliance assistance

➢ Clear understanding of upcoming data call

- ➢ **Project Management Review**
  - • PMA milestones
  - • MOU process
  - • Monthly Update

- ➢ **Design Phase Review**
  - • Portal Design
    - – Emphasis on compliance assistance
  - • Compliance Assistance
    - – Intelligent Compliance Web Resource Locator (COMPASS)
  - • Content Management
    - – Data Call
  - • Forms Catalog
  - • Harmonization

- ➢ **Next Steps**

Project Management Review

- ➢ PMA Milestones
  - Agencies Process for Maintaining Form Content
  - All Required Content in Forms Catalog
  - Content Management Milestone
- ➢ MOU Process
  - October 18, 2005: Submitted electronic draft of MOU's to agencies for comment and review
  - November 1, 2005: Comments due back to Business Gateway
  - November 9, 2005: Final MOU delivered to agencies
  - Agencies will have 45 days from the signing of their appropriation bill to transfer funds to SBA
- ➢ Monthly Update
  - October Update

Portal Design

- ➢ Portal Design Process
  - The focus of the portal is on compliance assistance
  - Business Gateway has contracted JDG to assist the PMO in designing the portal
  - Several meetings have occurred with JDG and the BG PMO to begin strategizing the purpose, lay-out and organization of the portal
- ➢ Discussion of Wireframes
  - A wireframe is an important design tool used in Web development. It is a visualization tool for presenting proposed functions, structure and content of a Web page or Web site.
  - JDG presented 3 wireframe options to the BG PMO for review
  - The BG PMO analyzed the pros/cons of the 3 wireframes and made a selection
  - Additional fine tuning of the selected wireframe is currently underway, but the overall concept has been selected

➢ Define Compliance Assistance

- Compliance assistance is defined as information that helps stakeholders understand their obligations under new and existing federal laws and regulations.

➢ Define COMPASS

- COMPASS is Business.gov's "Intelligent Compliance Assistance Web Resources Locator"

➢ Value Proposition for COMPASS

- COMPASS is the only free Federal Government compliance assistance web resource locator intended for small and medium businesses that want an intelligent, easy to use, plain-language driven tool that 1) makes them aware of applicable Federal laws and regulations and 2) helps them know how they can comply with Federal regulations and laws.

Development of COMPASS

- ➢ COMPASS Development
    - Documented the COMPASS business needs
    - 1st major draft of COMPASS Requirements Document reviewed and complete
    - Providing input into the information architecture through compliance assistance research
- ➢ Next Steps
    - Utilizing multiple contractors for COMPASS
    - Concept of Operations for business.gov (including COMPASS)
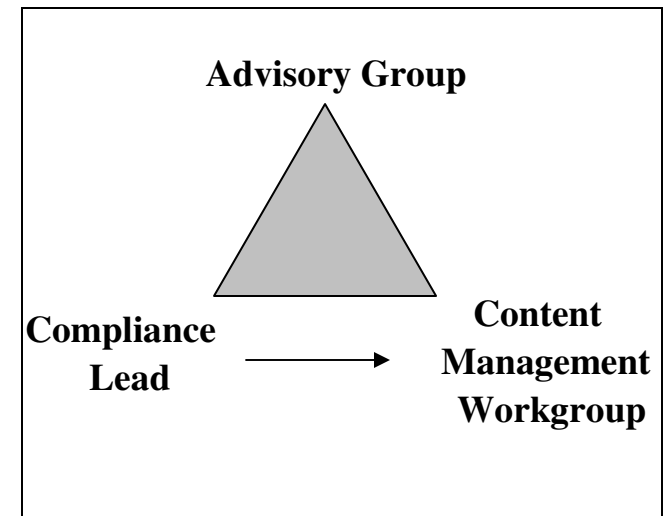   - Finalize COMPASS Requirements Document

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- ➢ Agency implementation milestone:
    - Data call info due March 2006
- ➢ Data Call
    - Critical for success
    - Timeline
    - Process
    - Content
        - Compliance Assistance Resources
    - Owners of the data call

Forms Catalog

- ➢ Agency implementation milestones:
  - Agencies process for maintaining form content (November 15, 2005)
  - All required content in the forms catalog (November 15, 2005)
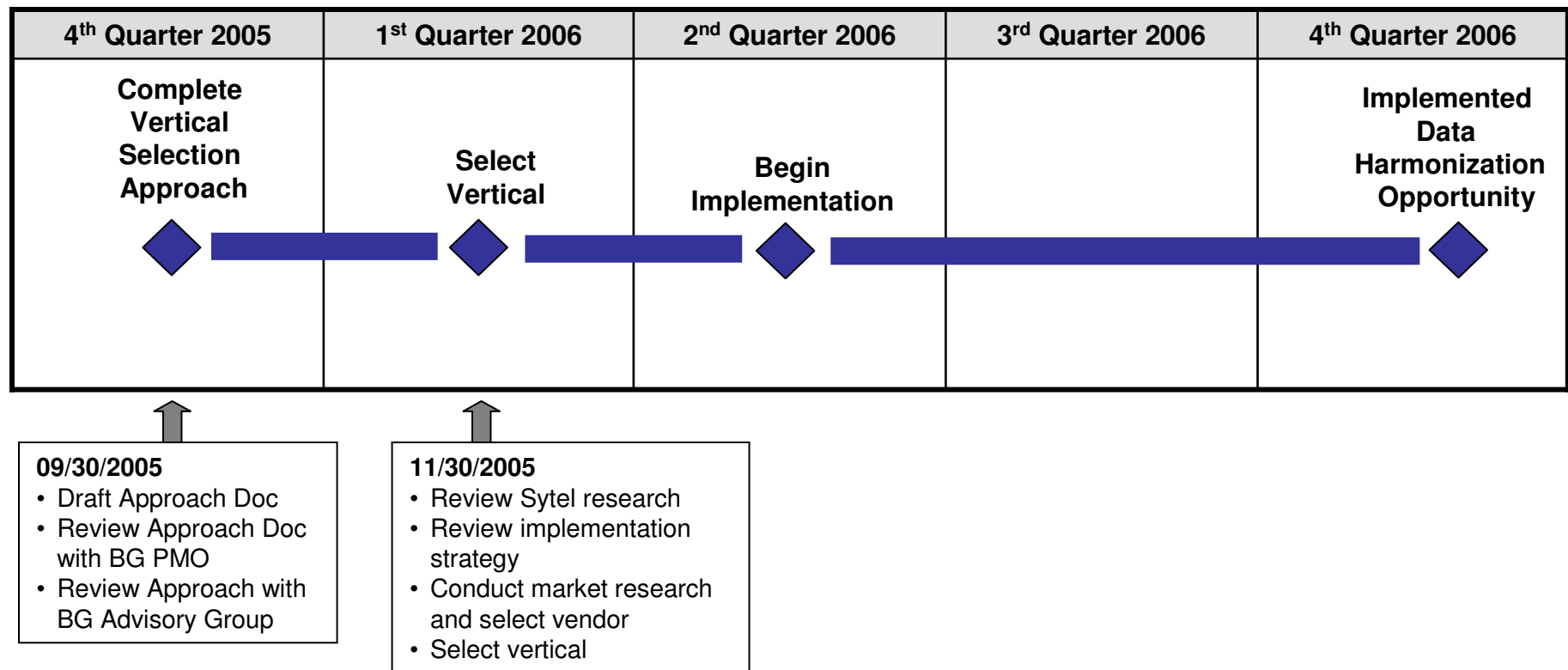
- ➢ Development:
  - Version 2.2 Administrative Side requirements and design completed and on schedule for a January 26 deployment.
  - Continue to work with ROCIS team in building an interface to the ICR process

Population and Activity
- 6,857 Entries
- 5,532 Unique Forms
- 52 Agencies have been actively populating

August WebTrends
- Visits – 98,972
- Page Views – 743,488

Data Harmonization

4th Quarter 2005	1st Quarter 2006	2nd Quarter 2006	3rd Quarter 2006	4th Quarter 2006
Complete Vertical Selection Approach	**Select Vertical**	**Begin Implementation**		**Implemented Data Harmonization Opportunity**

09/30/2005
- Draft Approach Doc
- Review Approach Doc with BG PMO
- Review Approach with BG Advisory Group

11/30/2005
- Review Sytel research
- Review implementation strategy
- Conduct market research and select vendor
- Select vertical

Next Steps

➢ **Next Advisory Group Meeting:**

- December 14, 1pm, SBA
- Eisenhower Conference Room, 2nd Floor
- Tentative agenda for next meeting: data call particulars, web site re-design, COMPASS update

➢ **Next Governance Board Meeting:**

- December 21, 1pm, SBA
- Eisenhower Conference Room, 2nd Floor
- Agenda: TBD